



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
DIVISION of HISTORICAL RESOURCES

19 Pillsbury Street CONCORD, NEW-HAMPSHIRE 03301

June 3, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, Division of Historical Resources (DHR) to enter into a contract with The No Tomorrow Book Company, Inc. d/b/a Pathways Book Service (VC #303130), Keene, NH to distribute the expanded second edition of *Preserving Old Barns: Preventing the Loss of a Valuable Resource* upon Governor and Executive Council approval through June 30, 2022. **100% Other Funds.**

Funding is available as follows:

03-35-35-354010-19680000

Barn Preservation Donations

103-500634 Contracts for Op Services

FY 2020

\$15,000

EXPLANATION

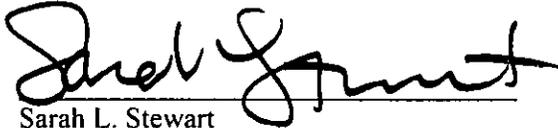
The Historic Agricultural Structures Advisory Committee, also known as the Barn Committee, is one of the advisory committees administratively attached to the DHR. Established by the State Legislature, the Barn Committee has successfully promoted historic barn preservation and assisted barn owners for 20 years. One of its signature projects is the publication of *Preserving Old Barns: Preventing the Loss of a Valuable Resource* first published in 2001 and now out of print. A second expanded edition will be published this summer. The Barn Committee is seeking to contract with The No Tomorrow Book Company, Inc. d/b/a Pathways Book Service (Pathways) to distribute the book once published.

Once under contract, Pathways will accept and store approximately 3,440 copies of the book, provide customer service to bookstores and other bulk purchasers across New England and process orders in a timely manner. Sales to individual purchasers will also be available via Pathway's online service called "Cart Link". Brisk sales are expected given the popularity of the first edition and widespread interest in a second edition.

Pathways assesses various fees for processing and fulfilling orders as provided in Exhibit B of the contract. Fees will be deducted from monthly sales prior to receipt of revenue by the department. Pathways will also provide monthly reporting of sales, inventory and financial information relative to sales and distribution per the contract terms. *Preserving Old Barns: Preventing the Loss of a Valuable Resource* will retail for \$29.95. Wholesale book orders will on average, receive a 45% discount. Estimated total net revenue based on estimated wholesale discounts will be approximately \$42,000 based on total sales of 3,440 units.

Revenue will be deposited into the Barn Preservation Fund to be used for barn preservation grant awards and program expenses per RSA 227-C:28. Of the total revenue earned, \$10,000 will be deposited into the Merciful Restoration Fund, a revolving fund designated to support the cost of publications by the DHR, to reimburse funds used from this account to support the cost of this publication.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sarah L. Stewart". The signature is written in a cursive style and is positioned above a horizontal line.

Sarah L. Stewart
Commissioner

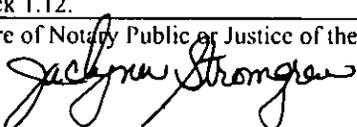
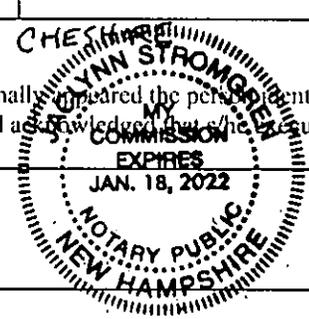
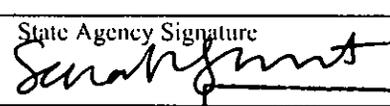
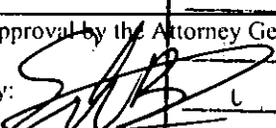
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

I. IDENTIFICATION.

1.1 State Agency Name Department of Natural and Cultural Resources, Division of Historical Resources		1.2 State Agency Address 19 Pillsbury Street, Concord, NH 03301	
1.3 Contractor Name The No Tomorrow Book Company, Inc (d/b/a Pathway Book Service) [VC #303130]		1.4 Contractor Address 34 Production Avenue, Keene, NH 03431	
1.5 Contractor Phone Number 603-357-0236	1.6 Account Number 35-3540-19680000	1.7 Completion Date June 30, 2022	1.8 Price Limitation not to exceed \$15,000
1.9 Contracting Officer for State Agency Elizabeth H. Muzzey		1.10 State Agency Telephone Number 603-271-3483	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory George Corrette, Pathway Book Service	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>CHESTER</u> On <u>6/5/2019</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature  Date: <u>6/24/19</u>		1.15 Name and Title of State Agency Signatory <u>Sarah L. Stewart, Commissioner</u>	
1.16 Approval by the NH Department of Administration, Division of Personnel (if applicable) By: <u>N/A</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>6/26/2019</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9. or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Pathways Contract, Exhibits

Exhibit A: Descriptive scope of work

Pathways Book Service of Keene will provide fulfillment services – including warehousing, inventory control, packing materials, an online catalog service, sales and financial reporting, the creation of invoices and shipping labels, and shipment – for approximately 3,440 copies of Preserving Old Barns: Preventing the Loss of a Valuable Resource, published by the NH Historic Agricultural Structures Advisory Committee / NH Division of Historical Resources. The scope of work is further defined in the attached Understanding Letter, Fee Schedule, and Fulfillment and Distribution Agreement.

Preserving Old Barns will retail at \$29.95. Copies distributed by Pathways in bulk to wholesalers receive the following discounts: Edelweiss Plus network, 43%; Amazon, 48% discount; Ingram and Baker & Taylor, 50%.

Exhibit B: Terms of payment / fee schedule

Pathways will assess the following fees for its services, charged against monthly revenues received by Pathways for the sales of Preserving Old Barns.

One time and at cost fees:

One time set up fee / deposit:	\$20	
One-time Ingram title fee (at cost):	\$50	
One-time termination fee (to close account):	\$20	
Edelweiss Plus online digital catalog platform (at cost):	\$50 per year	
Shipping (bulk sales):	billed at cost	
Postage:	actual out-of-pocket costs	

Fees:

Fulfillment fee for outgoing shipments (any type of sale):	
1-499 items per order invoice:	14% of net product billing (minimum \$3 per invoice)
500-1249 items per order invoice:	11.8% of net product billing
1250+ items per order invoice:	9.0% of net product billing
NE Publisher's Reps (sales, marketing and support):	10% of net product billing
Credit card validation for Cart Link System:	1% above the rate Pathways is charged, updated monthly

GC
6/5/19

Insurance: Pro-rated share to insure books against loss while stored at Pathways, based on the value of books stored. Not to exceed \$6/month and decreasing as inventory decreases.

Miscellaneous monthly fees: \$5 / month

Other Fees:

The following fees are also included in the Pathways Fee Schedule (attached). Although less common, they may also apply to apply to the distribution of Preserving Old Barns.

Fulfillment fee for returns: 12% of net credit, minimum \$2.50 per return

Monthly minimum fulfillment fee: \$20/month

Shipments or transfers at 100% discount, plus shipping: 1-6 books: \$3
7 – carton quantity: \$10
\$10 each additional carton

Reserve versus anticipated returns: 25% of outstanding accounts receivable

Storage fee: Waived for the first 18 months, \$0.02 per book per month, waived if 10% has been sold in the previous 18 months

The \$20 deposit fee will be paid upon receipt following the approval and execution of this contract. All monthly statements will be available online soon after the end of the month and Account Ledger Reports will be mailed after the end of each month. Pathways monthly reporting includes payments, accounts receivable, current ledger, sales and credits, and inventory.

Exhibit C: There are no changes or additional provisions to this contract.

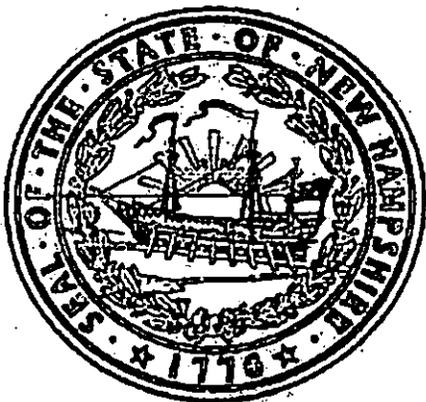
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6/5/19

State of New Hampshire
Department of State

CERTIFICATE OF EXISTENCE
OF
THE NO TOMORROW BOOK COMPANY, INC.

This is to certify that **THE NO TOMORROW BOOK COMPANY, INC.** is registered in this office as a **New Hampshire Profit Corporation** to transact business in New Hampshire on 2/26/2019 1:30:00 AM.

Business ID: 813692



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 26th day of February A.D. 2019.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Corporate Resolution

I, Adam P. Kossayda, hereby certify that I am duly elected Clerk/Secretary of The No Tomorrow Book Company, Inc. (d/b/a Pathway Book Service). I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 19, 2019 at which a quorum of the Directors/shareholders were present and voting.

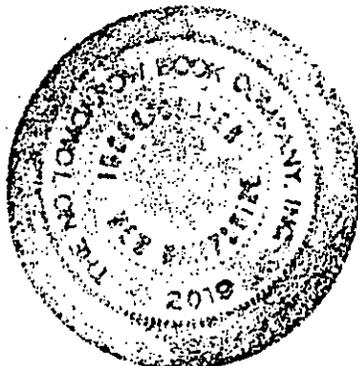
VOTED: That George Corrette and Robert Zipoli (may list more than one person) are duly authorized to enter into contracts or agreements on behalf of The No Tomorrow Book Company, Inc. (d/b/a Pathway Book Service) with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: 4/19/19

ATTEST: 
(Name and Title)

Certificate of Authority #1



(Corporation or LLC – Non-specific, Open-ended)

